

24 March 1961

**\*ARMY Declass/Release Instructions On File\***

MEMORANDUM FOR: Chief, Document Division

SUBJECT : Batch Control Sheets

PRIORITY : 1. [REDACTED] Memo of 15 March 1961, 25X1A9a  
subject: Document Control.  
2. Chief, CO Memo of 23 March,  
subject: Processing of CIA Documents.

1. It is recommended that the use of batch control sheets in the processing of Army and Navy Information reports be discontinued effective 27 March 1961.

2. This proposal cannot be extended to other sources until certain problems have been studied and solutions found. However, the importance of the anticipated saving of time for the Incoming Unit warrants extension of the proposal to all sources presently possible.

[REDACTED] 25X1A9a

Chief, Control Branch

25X1A9a

Approved:

[REDACTED]  
Chief, Document Division

Distribution:

Orig & 2 - Addressee  
1 - Chief, Anal Br.  
1 - [REDACTED]  
1 - [REDACTED]  
1 - Chrono  
1 - Subj File  
1 - Chief, Proc Dept

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